

Melksham Town Council

Minutes of the People Committee

At Melksham Town Hall On Wednesday 30 September 2026

PRESENT: Councillor S Rabey Town Mayor and Chair
Councillor G Elson Deputy Town Mayor and Vice Chair
Councillor J Oayley
Councillor C Stokes
Councillor J Westbrook

IN ATTENDANCE

OFFICERS Hayley Bell CEO/Town Clerk
Nicki Hudson People & Culture Officer

PUBLIC two members of the public were present virtually.

24/26 Apologies

There were no apologies, all members being present.

25/26 Declaration of Interest

There were no declarations of interest.

26/26 Minutes

The minutes of 30 June 2026, having been previously circulated, were approved as a correct record and signed by the Chair Councillor Rabey.

27/26 Public Participation

There was no public participation.

28/26 People & Culture Officers Report

The People and Culture Officer and the CEO spoke to the report.

29/26 Team Training Day

Members were advised that this was an item to note.

30/26 Time Off in Lieu (TOIL)

Needs to allow for exceptional circumstances. Sham Jam festival was cited as an example when a lot of hours would accrue. The possibility of paid overtime was discussed.

It was proposed by Councillor Rabey, seconded by Councillor Elson and **UNANIMOUSLY RESOLVED** to amend TOIL policy so that TOIL is, where possible, used within the same pay period in which it is accrued.

31/26 Sickness Absence Management

Concerns were raised over the level of sickness and why this was. Members were advised that this could not be discussed in public session.

The Chair was not willing to allow the issue to go to a vote without an actual policy document to approve. The matter was deferred to a later meeting.

32/26 Volunteer Expenses

Members expressed concern at setting a precedent – at what point does volunteer expenses become employment?

Members agreed that volunteers should be valued and appreciation can be shown ways other than financial.

The Chair called for a show of hands in favour of the proposal. There were no votes in favour and the proposal fell.

33/25 Confidential Session

It was **UNANIMOUSLY RESOLVED** to go into confidential session in view of the sensitive nature of the business to be discussed.

34/26 Staffing Matters

Verbal updates were given on probation and sickness levels.

Meeting closed at: 19:00

Signed

Dated